



JOB TITLE: Administrator

The post holder will be accountable to the Head of Business Operations.

JOB DESCRIPTION

Duties and Responsibilities

The Administrator is the first point of contact for all enquiries to VLC.

General Admin and Management

- To liaise with commissioners and parents/carers as required
- To check and sort post and deliveries
- To arrange gifts and hospitality, and maintain gifts and hospitality register.
- To provide admin support for Core Team/Leaders as required.

Sharing Good News

- To promote positive news stories and events through regular Parents' newsletter
- To coordinate termly 'Celebrating Success' Parent liaison events
- To promote positive news stories and events through social media

Attendance/Admissions

- To update VLC's attendance register twice-daily
- To liaise with APs to track students attendance
- To liaise with parents/carers regarding students' attendance

Procurement

- To order resources and stationery as required, ensuring efficiency, economy and effectiveness in all transactions.
- To manage daily communications with transport operators.

Other duties

- To attend staff meetings and CPD sessions as relevant and required.
- To attend professionals meeting as required.
- To complete additional training in line with the role.
- To abide by VLC's Staff Code of Conduct.
- Other duties as agreed with the Employer.

PERSON SPECIFICATION

Qualifications

- A relevant degree or qualification
- Level 2 qualification (or above) in Maths and English

Skills and Experience

- Ability to communicate and work with individuals from a variety of backgrounds and with a wide variety of additional learning and behavioural needs is essential.
- Experience of working in an education setting is desirable.
- A full driving license, business insurance and use of a car is desirable.

Character

- A commitment to the aims, ethos and values of VLC.
- School business management professionals should be agile, decisive, leaders, collaborative, resourceful, and emotionally intelligent.
- This job suits sometimes who likes a busy a varied role and can prioritise competing demands throughout the day

HOURS AND LOCATION

- 8.30am until 4pm during school term time. However this is not a term-time only contract. However we are open to discussing flexible working requests.
- This post is to be based at our school site in Napton, however you will also be required to travel to our Cubbington, Whitnash and/or Shottery Centres in accordance with business needs.

VLC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.